

FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

TO:

[Tenant Name/Business Name]

[Tenant Address]

[City, State, Zip Code]

FROM:

[Landlord/Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF UNPAID RENT - FINAL DEMAND

Property Address: [Insert Commercial Property Address]

Dear [Tenant Name],

This letter serves as a formal final notice regarding the overdue rent for the commercial premises referenced above. Despite previous reminders sent on [Dates of previous notices], our records indicate that your account remains delinquent.

As of [Current Date], the total outstanding balance is: **\$(Total Amount Due)**

This balance consists of the following:

- Past Due Rent: \$(Amount)
- Late Fees: \$(Amount)
- Interest/Other Charges: \$(Amount)

This is your **FINAL OPPORTUNITY** to resolve this debt voluntarily. You are required to submit full payment of the total amount due by no later than [Deadline Date, e.g., 5 business days from today].

Payment should be made via [Payment Method: Wire Transfer/Certified Check/Online Portal].

Failure to settle this balance by the aforementioned date will result in immediate further action, which may include:

1. Commencement of formal eviction proceedings (Unlawful Detainer).
2. Legal action to recover the debt, including costs and attorney fees.
3. Reporting the default to commercial credit agencies.
4. Exercise of the Landlord's Lien over business assets as permitted by your lease and local law.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]

[Title/Capacity]

[Phone Number]